College of Pharmacists of Manitoba

200 Tache Avenue, Winnipeg, Manitoba R2H 1A7
Phone (204) 233-1411 | Fax: (204) 237-3468
E-mail: info@cphm.ca | Website: www.cphm.ca

Pharmacy Technician Final Check Application: Supporting Document

Pharmacy Technician Final Check Information Sheet

The Pharmacy Technician Final Check Application was developed by the College of Pharmacists of Manitoba (College) for use in both community and hospital pharmacy. The application process requires pharmacy managers and staff to assess the current dispensing process and determine the changes required for the pharmacy technician final check procedure.

Please note that the proposed pharmacy technician final check process for your pharmacy must be approved by the College and submitted using the Pharmacy Technician Final Check Application. A pharmacy applies for approval for the final check process for the pharmacy, but not for each pharmacy technician.

The application contains seven sections. If you have any questions about the information contained on this guide, or the information contained on the Pharmacy Technician Final Check Application, please email the College at pharmacytech@cphm.ca.

Section One and Two: Establishment Information and Pharmacy Staffing

Section One and Two of the Pharmacy Technician Final Check Application includes basic information such as:

- Pharmacy name and licence number
- Pharmacy manager
- The individual(s) designated to oversee the final checking procedures of the pharmacy (ie. Pharmacy manager, pharmacist or pharmacy technician)
- A listing of the dispensary practices that will be performed by a pharmacy technician during a final check
- Information about pharmacy staffing

Section Three: Pharmacy Workflow – Checking Steps

Section Three of the application requires you to review the current pharmacy workflow for final medication checks. When filling out this section, you should consider the following questions about the proposed workflow for final checks:

- What is the role of the pharmacist and the role of the pharmacy technician in final medication checks?
- Who prepares the medication or product?

College of Pharmacists of Manitoba Mission:
To protect the health and well-being of the public by ensuring and promoting safe, patient-centred,
and progressive pharmacy practice in collaboration with other health-care providers.

Member of the National Association of Pharmacy Regulatory Authorities

- Under what conditions can a final medication check be performed by a pharmacy technician?

- What types/categories/schedules of medications or products can a pharmacy technician preform final checks on?

- Are there any exclusions of medications a pharmacy technician can perform a final check on? For instance, can a pharmacy technician perform checks on narcotics, sterile compounds, cytotoxic, high alert medications, and so on?

Some of the tasks listed in this section may not be relevant to your pharmacy as this application is for both hospital and community pharmacy. To start, you should determine the relevant tasks and identify the person currently responsible for them. Next, you should decide which tasks and types of prescriptions a pharmacy technician will handle if your application is approved by council.

Section Four: Final Check Policy and Procedure Document

Section Four of the Final Check Application requires a comprehensive outline of final check policy and procedures specific to your pharmacy. You are developing a checking procedure document for your pharmacy that will provide your staff (current and new) with specific information regarding which checks the pharmacy technician can perform, the checking procedure, and what documentation is required. A well-defined final check procedure will ensure a consistent and safe final check practice in your pharmacy.

The application lists the different topics to discuss within the policy document and below are some additional examples of information to include:

1) **Checking process**

   General information
   - Inclusions and exclusions of products to be checked by technicians.
   - Pharmacy technicians cannot check their own work including entering, filling or correcting a prescription
   - All prescription - new and refills must be assessed for therapeutic appropriateness by a pharmacist before release to patient.

   - Documentation by pharmacy staff who filled the prescription, completed the technical and also the pharmacist who completed therapeutic check. How can staff determine that all the checks are completed?

   - Checks that are done for all types of prescriptions or products (right patient, drug, dose, directions and prescriber). The Structure Practical Training Manual has a section – The Technical Checking Process that discusses all these checks.

   - Workflow – does technician complete the final check then pharmacist does therapeutic check or does it vary depending on the product

Specific checks, documentation and workflow information for each product type or process.

- Traditional prescriptions
- Compliance packs
- Compounding – non-sterile and sterile
- Repackaging

2) **Pharmacy technician qualifications, training and evaluation**
   Initial validation
   - Does the technician have to complete a certain number of checks before given authority to independently check prescriptions? Is the initial validation waived if technician completed their Structured Practical Training (SPT) and Demonstration of Product Release Proficiency (DPRP) at your pharmacy?
   - Training requirements for different products or processes

   Revalidation – yearly and after absence
   - Number of checks and what is process if error is found
   - What length of absence would require revalidation?

3) **Quality Assurance Process**
   Audits
   - When, how and who and process if error is found

4) **Medication discrepancies and incident procedures**

5) **Recordkeeping**

For more information on pharmacy technician scope of practice and pharmacy technician final medication checks, please review the Pharmacy Technician Resource Guide and the Pharmacy Technician Final Check Application FAQ.